

Fiscal Year 2011

Report on Telework

IN MONTANA STATE GOVERNMENT

August 2011

Telework Activity Summary – Fiscal Year 2011

At the end of each fiscal year, the State Human Resources Division compiles agency information into a telework report.

The Montana Operations Manual Telework Policy defined as a formal work arrangement in which agency management directs or permits employees to perform their usual job duties away from the central workplace. In keeping with the definition of telework, we ask agencies to report the numbers of teleworkers who work under a *written agreement*.

Agencies reported information in two ways:

1. Full-time teleworkers: Employees who teleworked full time (forty hours or more per week)
2. Part-time teleworkers: Employees who teleworked less than full time (less than forty hours per week).

Teleworker counts are listed in Table One. The table organizes counts by agency for part-time and full-time teleworkers. Table Two provides comparisons of teleworkers by agency for fiscal year 2010 and 2011.

Table 1 – Telework Counts by Agency for Fiscal Year 2011

Agency Name	Agency Number	Number of Employees Teleworking Part-time	Number of Employees Teleworking Full-time	Total Number of Employees Teleworking	Percentage of Agency Workforce
Administration	611	40	0	40	7.3%
Agriculture	621	0	5	5	5.2%
Board of Public Education	511	0	0	0	0.0%
Commerce	651	2	1	3	1.7%
Corrections	641	0	1	1	0.1%
Environmental Quality	531	20	0	20	4.8%
Fish, Wildlife, & Parks	521	28	76	104	16.5%
Governor's Office	311	0	0	0	0.0%
Justice	411	0	1	1	0.1%
Labor & Industry	662	3	9	12	1.6%
Livestock	563	0	0	0	0.0%
Military Affairs	671	0	0	0	0.0%
Montana Arts Council	514	1	5	6	60.0%
Montana Historical Society	517	3	0	3	4.9%
Montana State Library	515	0	4	4	12.5%
Natural Resources & Conservation	576	0	0	0	0.0%
Office of Public Instruction	351	1	0	1	0.6%
Office of Public Defender	618	1	2	3	1.6%
Political Practices	322	0	0	0	0.0%
Public Health & Human Services	691	3	12	15	0.5%
Public Service Commission	421	1	0	1	4.0%
Revenue	581	2	1	3	0.5%
School for Deaf & Blind	513	3	12	15	34.9%
Secretary of State	321	0	0	0	0.0%
State Auditor	341	0	1	1	1.5%
Transportation	541	4	21	25	1.3%
Total		112	151	263	2.3%

**Table 2 - Telework Counts by Agency - Fiscal Year 2010
and 2011 Comparison**

Agency Name	Agency Number	FY 2010 Total Teleworkers	FY 2011 Total Teleworkers	Percent Change
Administration	611	32	40	25.0%
Agriculture	621	5	5	0.0%
Board of Public Education	511	0	0	0.0%
Commerce	651	3	3	0.0%
Corrections	641	3	1	-66.7%
Environmental Quality	531	29	20	-31.0%
Fish, Wildlife, & Parks	521	104	104	0.0%
Governor's Office	311	1	0	-100.0%
Justice	411	2	1	-50.0%
Labor & Industry	662	94	12	-87.2%
Livestock	563	0	0	0.0%
Military Affairs	671	0	0	0.0%
Montana Arts Council	514	3	6	100.0%
Montana Historical Society	517	1	3	200.0%
Montana State Library	515	5	4	-20.0%
Natural Resources & Conservation	576	0	0	0.0%
Office of Public Instruction	351	1	1	0.0%
Office of the Public Defender	618	1	3	200.0%
Political Practices	322	1	0	-100.0%
Public Health & Human Services	691	16	15	-6.3%
Public Service Commission	421	1	1	0.0%
Revenue	581	3	3	0.0%
School for Deaf & Blind	513	19	15	-21.1%
Secretary of State	321	0	0	0.0%
State Auditor	341	2	1	200.0%
Transportation	541	26	25	-3.8%
Grand Total		352	263	-25.3%

References

[Telework, Section 2-18-120, MCA](#)

[Telework Policy \(MOM #03-0155\)](#)

[Telework Fact Sheet](#)

Alternative formats may be obtained through the State Human Resources Division, Department of Administration, 125 N. Roberts St., PO Box 200127, Helena, MT 59620-0127. Telephone 406-444-3871. Those using a TTY may call the Montana Relay Service at 711.

This report is available electronically at
<http://www.hr.mt.gov/content/hrpp/docs/Reports/TeleworkReport20101> on the Montana state web page.
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